



AGENDA  
CARVER HEIGHTS/MONTCLAIR AREA COMMUNITY REDEVELOPMENT AGENCY  
COMMISSION CHAMBERS, CITY HALL  
MONDAY, JANUARY 25, 2016 5:15 PM

1. CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. APPROVE MINUTES:

A. Meeting held August 25, 2015

B. Meeting held November 23, 2015

3. RESOLUTIONS:

A. Resolution of the Carver Heights/Montclair Area CRA recommending the Leesburg City Commission adopt the resolution reallocating the 2008 Revenue Note for the Carver Heights/Montclair Area Community Redevelopment Agency

4. ROLL CALL:

5. ADJOURN

**MINUTES OF THE CARVER HEIGHTS/MONTCLAIR AREA  
COMMUNITY REDEVELOPMENT AGENCY  
TUESDAY, AUGUST 25, 2015**

The Carver Heights/Montclair Area Community Redevelopment Agency held a regular meeting Tuesday, August 25, 2015. Chairperson Dennison called the meeting to order at 5:30 p.m. with the following members present:

Commissioner Bob Bone  
Commissioner Abraham Conner  
Commissioner John Christian  
Commissioner Jay Hurley  
Commissioner John L. Johnson  
Commissioner Dan Robuck  
Chairperson Elise Dennison

Others present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, City Attorney (CA) Fred Morrison, the news media, and others.

Commissioner Christian gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

**FUTURE GOALS - POTENTIAL PROJECT**

CM Minner stated the Carver Heights CRA is actually in a good position with the expansion of a new 30 years on the clock. The existing debt is about ready to retire which really give us opportunity for a couple of things: 1) to either move forward incrementally or 2) do another bond type issue. Finance is crunching the numbers, but the bank note was about 1.5 million dollars of capital improvements and potentially now we could probably bond that a little bit more. Staff does not know the exact numbers yet, but tonight wanted to ensure that we are working in unison; setting and establishing priorities. Tonight staff will brief the Commission on two things: 1) its housing program and 2) ten potential broad topic areas for the purpose of stirring discussion and then getting the CRA board to give staff direction on where it would like staff to focus their attention. Hopefully, this brings us back to identifying projects, bring them back to the CRA board with goals and objectives which can then ultimately be formed into a CIP. This process may take a few months but by the end of the year we should know where we are headed, and he thinks for FY 16 the budget is a bit of a repeat in paying the debt, but we also have the demolition money set up to start doing some of those type things.

Housing and Redevelopment Manager (HRM) Ken Thomas thanked the Commission for their time and gave a brief power point presentation (please see attached).

**HOUSING PROGRAM:**

HRM Thomas stated for over 20 years the City of Leesburg was in the Section 8 business and provided Section 8 vouchers for tenants throughout the whole county. At one-time staff was going to Clermont, Groveland, etc., and were facilitating over 200 vouchers for Lake County. Through some changes with new city management, the city felt it was better to transfer those vouchers to the county and in return Lake County would support Leesburg in creating its First Time Home Buyers program. Since our collaboration with Lake County, Leesburg has been able to help first time home buyers, 54 families, to



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acquire or build single family homes throughout our community; and this is not just focused on Carver Heights, this has been throughout all Leesburg. With the 54 homes, the first time home buyer program has been able to acquire over 3.5 million dollars and \$800,000 of down payment assistance. Leesburg has received a good chunk of SHIP (State House Initiatives Partnership) money with is given to entitlement cities and counties throughout the State of Florida. Lake County right now has available \$270,000 for infield housing, over \$200,000 for down payment assistance and over \$100,000 for housing rehabilitation. There is some money set aside in our CRA for housing rehab; however, if we partner with Lake County Housing, the county can pay portions of the rehab if the person qualifies. If a house qualifies for the county, they also qualify for the CRA, and the money will be used collectively; so if the cost is \$10,000 a house, the city and county may spend \$5,000 each instead of the city paying the whole sum. Carver Heights CRA dollars have also partnered with Lake Community Action Agency dollars to rehab over 12 homes; installing HVAC systems, roofing, plumbing, and other type things which we believe has helped our local economy, as well as the owners whose homes were rehabbed. The proposed partnership with Lake County on the infield housing is that if Leesburg owns infield lots that are available, the county has asked us to partner with a non-profit developer, or a Lake County developer, who could build a home. The county will give Leesburg the money, not for the city to build the home, but to help a first time home buyer with a non-profit developer or county developer to build the home. The first time home buyer gets a loan to build the house or can utilize the county money to build a home, and that money just keeps turning around. The intent of the infield housing program is really to build single family houses for first time home buyers. It is a good program, they have not rolled out yet, but if and when it does roll out, the county wants to start with Leesburg because we own some individual lots throughout the CRA area. During the budget review, \$100,000 was set aside for FY 15-16 for demolition and staff has identified over 20 properties right now that can be demolished.

Commissioner Bone asked in addition to this 20, how many others are in the Carver Heights CRA and are they all vacant houses or just in poor condition. HRM Thomas stated probably another 20 to 25 and not all are vacant.

CM Minner stated at this stage, there is enough low lying fruit like was discussed during the code enforcement session. If we throw \$100,000 a year at it and can get 10 houses a year, he thinks that is good progress.

Commissioner Christian stated he noticed a big orange sticker on BG Floyd's place and asked if maybe that should move that to the top of the list.

CM Minner stated Mr. Floyd is getting a letter tonight and the goal is to have that building torn down in seven months at his expense.

Commissioner Robuck asked if the city would we be taking title or just going to let them keep ownership and the city handle the demolition.

HRM Thomas stated a few years back the Commission at the time decided the city would demo and not place any liens on the property.



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CM Minner stated the answer is both. He thinks the city needs to do whatever is needed to get them torn down; whether that is take ownership and knock it down, or get the banks to let us knock it down because there is not a lot value in those properties.

Commissioner Robuck stated if someone owns it and there is not a bank involved and they want to keep the property, the city will go ahead and knock the house down just to get it down. HRM Thomas replied yes.

Mayor Dennison asked if are there squatters in any of these houses. HRM Thomas replied no, he does not think so. Code Enforcement has gone around and boarded up all of these properties that have been derelict so people cannot just arbitrarily go in and live.

TEN BIG IDEAS FOR THE CRA BOARD TO CONSIDER:

HRM Thomas gave some ideas to transform Carver into a Healthy Community.

Neighborhood Resource Center  
Teen Center  
Acquisition of Multi-family housing complexes  
Infrastructure and Streetscape Improvements  
In-Fill Housing  
Berry Park Improvements  
Promote Social and Environmental Justice  
Establish a scholarship program for Carver Heights Students  
Encourage Mixed Use Development  
Improve access to job opportunities

HRM Thomas stated the neighborhood resource center has been to the top of the list for quite some time.

Commissioner Bone asked what the neighborhood resource center is.

HRM Thomas stated a neighborhood resource center is somewhat similar to a community center, but the resource center is where different agencies come to provide services to a community so the residents do not have to go all over town for services. Some agency examples could be Social Security, or help with job training, job search, or resume writing, etc. This is not just a social service program, it is really a hand up program that you can get help as opposed to just going there and obtaining assistance. A community center typically has programs for the kids, adults, you can come and gather there, but at a resource center you come in to gain something to help you with your everyday life.

Mayor Dennison asked if the CRA is going to be able to build and support this.

HRM Thomas stated this would come out of the Carver Heights CRA and we would get partial funding from the Lake County CDBG. They have already committed \$400,000 for FY 2015-16 and are going to allocate another \$300,000 in the following year. A million dollars has been assigned for Leesburg over the next four years of \$400,000, \$300,000, \$200,000, and then \$100,000. Staff would like to take that first \$400,000 and apply it to building of the Neighborhood Resource Center and the city would have to



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come in with the remaining money either through the CRA with the bond or look for other funding sources such as the USDA.

Commissioner Robuck asked if there would be opportunity for the city to rent out space to these agencies to help cover the operational costs so not all CRA money would be used on operations.

HRM Thomas replied absolutely; these agencies will pay a nominal fee to have an office in our resource center.

Commissioner Christian asked about building size and cost.

HRM Thomas stated his guestimate would be in the neighborhood of around 1.2 million dollars in cost and probably a six to seven thousand square foot building. These are just estimates, staff still has to run the numbers, but going to try to keep it somewhere in the 5,900 but no more than 7,000 square feet range.

Commissioner Robuck asked if we have a potential site already that the city owns or looking at acquiring property as well.

HRM Thomas stated he has attended the Carver Heights neighborhood meetings over the last couple months and potential sites have been discussed, but nothing concrete.

Commissioner Christian said his thought is the Kristen Court property, the city already owns it, it is on a main road and he thinks Mrs. Berry is going to present it to the community. He thinks this site would work as the perfect location for the neighborhood resource center because it encompasses three neighborhoods.

HRM Thomas stated the Kristen Court is five acres, city owned, but staff does have some ideas for the Commission to consider both short term and long term for the Carver Heights CRA. There are options to purchase more apartment complexes.

Commissioner Bone asked what the purpose of acquiring those would be.

CM Minner stated to either demolish and/or rehab to hopefully help the entire neighborhood.

Commissioner Robuck stated he would rather see the city go the Code Enforcement route with the existing owners and make sure they do what needs to be done instead of the city being their way out.

Commissioner Bone reminded everyone that at the Code Enforcement workshop, he brought up the receivership idea and did more research. He passed out information from Baltimore on how they are addressing revitalization through receivership. He does not think Florida has a receivership law passed by the state, but does have the laws of the court that might allow this and stated this would be a question for the City Attorney. He stated there was a supreme court case a couple years ago that basically clarified the expansion of powers for receiverships to be done when it is for safety reasons, that the



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court can appoint a receiver to come in and take care of property situations. With this approach the city itself does not take possession of the properties, it asks the court because of property, safety, or community issues to appoint a third party receiver to handle the property. The receiver could then go in and remove the people staying there, rehab it, sell it, or do whatever under the powers the court gives them.

Commissioner Johnson asked for a more basic concept of the receivership.

Commissioner Bone stated the general concept is there is property that is not being taken care of and it is detrimental to the city, community, and the neighborhood. No one is addressing the issue and the city cannot get anything done. The city goes to the court and tells the Judge these people do have property rights, but we have interests as a community that are not being taken care of, so please put someone in charge of this. Then under the court's supervision that third party can make decisions about this piece of property.

HRM Thomas stated that is the city purchased the Mispah Simmons property under receivership because it was in foreclosure. The courts appointed a receivership and the city negotiated with that receivership, the middle person with the court.

HRM Thomas stated Carver Heights is the only hub zone in Lake County; a zone identity by the federal government.

Commissioner Robuck asked staff to make sure the county knows that as well. He would like to see a community vision session, like was done for Venetian Gardens, to hear from the community what they want and move forward.

Commissioner Christian stated he would to educate people up front on what the resource center is for; to help better the neighborhood.

Commissioner Bone stated maybe the city could get Lake Sumter State College or the Sylvan Center to help the residents, or maybe reading for students.

Mayor Dennison stated she did not see anything on developing senior housing and asked what is being planned.

HRM Thomas stated senior housing is very similar to what was discussed earlier in the purchasing of apartment complex without any subsidies. The seniors have a ceiling on their earning power so in order to acquire a piece of property to renovate and make available for seniors, the city would need to have some heavy subsidies on the acquisition and rehab of the units. In addition to keeping the rents low, we would need to get some subsidies from Lake County or some project based vouchers to help with maximizing that rental expense.

Mayor Dennison asked if staff has considered talking to some of the church groups, for instance the Lutherans, as they build these type places and know what is needed for these apartments. Tell them about the property, about the folks that live out there and how much they would be helping this area of Leesburg.



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HRM Thomas stated that would be a great idea if we could get some partnerships with those religious institutions and that is just the kind of subsidies needed.

Commissioner Bone stated the trail is an asset going through the CRA that could be utilized and with lots of property to be developed, some nice housing could bud right up on the trail.

**BOARD DECISIONS:**

Mayor Dennison asked staff to prepare a list of items, including the walk way between the trail and Susan Street, that we could start on immediately and from there grow to a three and a five year plans. Realizing this money is coming out of the Carver Heights CRA funds, that the city is not going to be picking up all these tabs. Be realistic with the lists.

Commissioner Robuck stated the consensus is that the neighborhood resource center is a good thing to start moving forward on and figuring out the costs. Probably a year process.

Commissioner Christian stated realistic to get there without using all the money. May be move simultaneously to have all puzzle pieces going at one time

Mayor Dennison asked how long staff needed to put together a list and HRM Thomas replied a month. Mayor Dennison stated she does not want to see this drop.

Commissioner Johnson would like to see the top two get completed; the neighborhood center and new housing. He stated other things can come later.

HRM Thomas stated staff will identify a list of needs and come back with a prioritized list for Commission review and direction to staff on how to work towards those needs.

Commissioner Christian stated to get the community excited about what is coming may be look at putting up signs "... coming soon", etc. with time lines.

**PUBLIC COMMENT:**

Agnes Berry asked the Commission to start thinking of the Carver Heights area as West Leesburg. It is not just Carver Heights, there is Woodland Park, parts of Montclair and they need to be recognized and mentioned as well. She sees the need of the neighborhood resource center, and there are many needs, but she would like to see this one be accomplished.

Commissioner Johnson concurs with West Leesburg instead of Carver Heights.

Commissioner Christian asked how much money is in the CRA to spend. Finance Director (FD) Bill Spinelli stated probably about \$300,000. Commissioner Christian stated our staff can multi-task, so some smaller items could be done while working on the



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resource center; a long term project. Accomplishing some smaller things could create some energy in West Leesburg.

Mayor Dennison asked for any final comments.

Commissioner Christian stated he has been thinking about the discussion of the Chamber of Commerce occupying the housing building and moving the Housing department to the Municipal Service building. He just wants to say before the city sends a letter of declaration, he spoke with Stephanie Hodges, at USDA, today and she gave him a pretty straight answer. She said the intent of the USDA grant was to be a business incubator, which means that those offices have to be housed by a small business. She also said that the city is tinkering on non-compliance by having our city staff in those offices because those offices are supposed to be for businesses. He asked for this in writing so he could bring it to the Commission's attention of the risk we are tasking as a city by doing this.

CM Minner stated he also spoke to Ms. Hodges the intent of the grant is to have an incubator. The city is not changing that intent; we are not moving the incubator from that facility.

Commissioner Christian stated he just wants it on the record that he cautioned this commission, this staff, and the CRA that the city may be on the hook for a few hundred thousand dollars. He also requested staff to provide him a copy of the grant.

Commissioner Bone stated he also would like a copy of the grant prior to the declaration letter so everyone is on the same page.

CM Minner stated we are on the same page and will provide copy of the grant to the Commission.

**ADJOURN:**

The meeting adjourned at 7:15 p.m.

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Chairperson

ATTEST:

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J. Andi Purvis  
Secretary / City Clerk / Recorder



# Housing & Carver Heights CRA

- City administered Section 8 vouchers for over 20 years;
- Transferred the vouchers to Lake County Housing;
- In-Return Lake County agreed to support Leesburg First Time Homebuyer's Program



## Housing & Carver Heights CRA

- 54 Homes have been purchased and/or constructed;
- \$3,567,599 in Mortgage money acquired
- \$801,900 Down Payment Assistance Provided



# Housing & Carver Heights CRA

## **Housing Rehabilitation Program in Partnership with Lake Community Action Agency**

- 12 Homes Rehabilitated
- Over \$200,000K spent hiring local contractors (electricians, roofers, HVAC trades etc.)



# Home Buying Power

## **Lake County Housing Has Available**

- SHIP Program has \$270,000 available for in-fill housing
- SHIP Program \$200,000 for Down Payment Assistance
- SHIP Program \$100,000 for Rehab Program



# Going Forward

## \$100K Demolition Budget

### List of structures

Bradford Avenue	Georgia Avenue
Beecher Street	Harlem Avenue
Nebraska Avenue (5)	Stinson Street (4)
Mispah Avenue	Center Street
Tuskegee Street	Snow Place (3)
Mills Street	

***Average cost for demolition \$4K (SFR)***



# Ten Big Ideas

Transform Carver into a Healthy Community

- Neighborhood Resource Center
- Teen Center
- Acquisition of Multi-family housing Complexes (Tuskegee Street, Beecher Street Apt, Birchwood Apt)
- Infrastructure & Streetscape Improvements (sidewalks, streetlights, etc.)
- In-Fill Housing (vacant land →→ single family housing)



# Ten Big Ideas

## *Transform Carver into a Healthy Community*

- *Berry Park Improvements (gazebo, pavilion, kids zone etc.)*
- *Promote Social & Environmental Justice (Installation of surveillance cameras; brownfield assessment)*
- *Establish a scholarship program for Carver Heights Students*
- *Encourage Mixed Use Development*
- *Improve access to job opportunities (fund new vocational and professional opportunities for Carver Heights residents i.e. apprenticeship program)*



# Housing & Carver Heights CRA

## Questions?






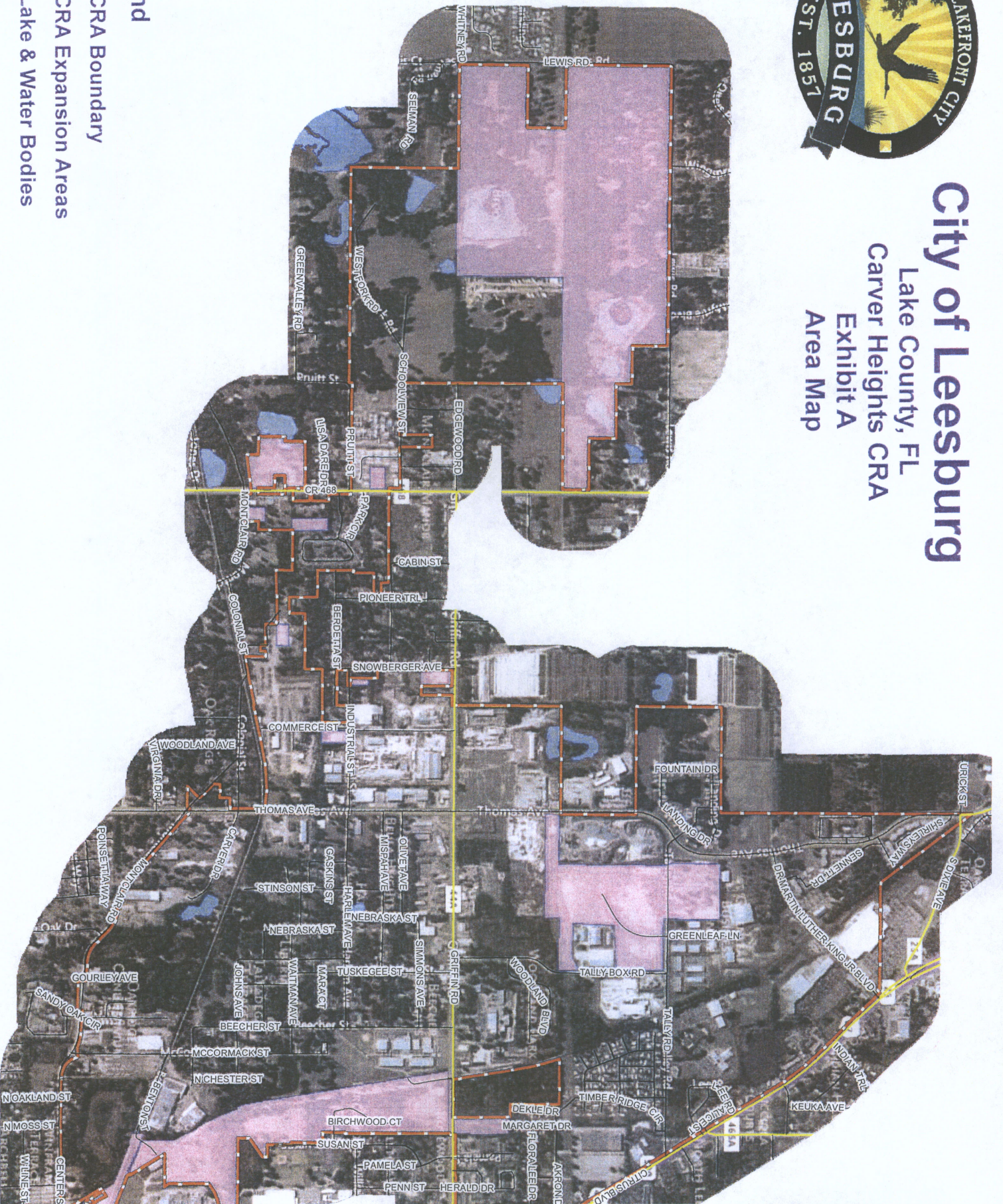


# City of Leesburg

Lake County, FL  
Carver Heights CRA  
Exhibit A  
Area Map

## Legend

-  CRA Boundary
-  CRA Expansion Areas
-  Lake & Water Bodies





**MINUTES OF THE CARVER HEIGHTS/MONTCLAIR AREA  
COMMUNITY REDEVELOPMENT AGENCY  
MONDAY, NOVEMBER 23, 2015**

The Carver Heights/Montclair Area Community Redevelopment Agency held a regular meeting Monday, November 23, 2015. Chairperson Dennison called the meeting to order at 5:00 p.m. with the following members present:

Commissioner Abraham Conner  
Commissioner John Christian  
Commissioner John L. Johnson  
Commissioner Dan Robuck  
Chairperson Elise Dennison

Commissioner Jay Hurley was absent. Others present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, City Attorney (CA) Fred Morrison, the news media, and others.

Commissioner Christian gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

**APPROVED MINUTES OF CARVER HEIGHTS/MONTCLAIR CRA MEETING  
HELD SEPTEMBER 14, 2015**

Commissioner Christian moved to approve the minutes of the meeting held September 14, 2015 and Commissioner Robuck seconded the motion.

The roll call vote was:

Commissioner Robuck	Yes
Commissioner Christian	Yes
Commissioner Johnson	Yes
Commissioner Conner	Yes
Chairperson Dennison	Yes

Seven yeas, no nays, the Commission approved the minutes.

Commissioner Bob Bone arrived at 5:05 p.m.

**PRESENTATION:**

**WEST LEESBURG NEIGHBORHOOD RESOURCE CENTER PROPOSAL**

Housing and Redevelopment Manager (HRM) Ken Thomas provided information on the proposed Neighborhood Resource Center. He stated this project has been talked about and discussed for over the last 10 to 13 years and has been a long time coming for the residents throughout Leesburg; not just in Carver Heights. Part of the process in discussion about a Neighborhood Resource Center has been that the community needs somewhere they can call a place to meet and greet, create ideas, help people, and they want to see a center that could be a hand up as opposed to a hand out. The center itself will partner with non-profit organizations, government agencies, churches and civic groups and be an accessible place to offer activities to help families and neighborhoods.



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Some resources to be provide within this resource center are:

- 1 Job readiness (training / formats / pilot programs)
- 2 Neighborhood Ambassador program (counseling
- 3 Meeting space
- 4 Hurricane shelter (this option came from the community)
- 5 Multi-purpose building
- 6 Continued education

This really will be a self-help center for people to come and get resources that will help them to have more of a self-sufficient life.

HRM Thomas stated the overall Mission of the Resource Center is to connect residents with resources that can assist them in the areas of health, housing, and other essential needs.

Capital Budget:

HRM Thomas stated he used the help of LPG with documenting the cost of the facility and a 9,000 square foot facility would cost in the neighborhood of about \$810,000. They then calculate another \$155,000 for site improvements; \$95,000 for equipment; and \$20,000 for a trail, such as the one LRMC did around their outpatient center on Rambo. The total capital cost estimate is 1.1 million dollars and this is not having to pay any acquisition costs. The community looked at four or five different locations and it was unanimous they want to place the resource center on property the city owns on 468; the old Kristen Court site.

Operating Budget:

It will also be required to staff the neighborhood center; right now part time, maybe 40 hours a week. He stated if the Housing Department is there, then he will be at the center full time and would only need some additional assistance and could probably pursue some volunteers. Out of the CRA budget probably looking at funding somewhere in the neighborhood of just under \$10,000 for a part-time position. As to janitorial services, he stated city staff may not be able to handle right now, so could look for janitorial services by a third party to provide at least two hours a day of service. In addition, there will be cost to heat and cool the facility, somewhere in the neighborhood of about \$2,000 to \$2,500 a month. There is natural gas available, another cost, as well as providing telephone services, insurance and some other operational expenses; estimated somewhere in the neighborhood of \$50,000 a year. If Finance could procure a loan of say a million dollars over the next 30 years, it would cost somewhere in the neighborhood of about \$4,000 to \$4,500 a month at probably a 3.2 percent interest rate over 30 years. That equates somewhere around 50 to 55 thousand dollars a year to pay the loan; so total operation cost of the neighborhood center would be about \$118,000.

Commissioner Robuck asked what is the total revenue coming out of the TIF each year. HRM Thomas stated right now the Finance Department calculated somewhere in the neighborhood of \$93,000.



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Mayor Dennison stated there seems to be quite a bit of training in this facility, but she does not see any money planned for the teaching. She asked if there are any agreements with Vo-Tech or others.

HRM Thomas stated he has not gotten any signed agreements because this is not a done deal. He knows there is a need for providing GED services and if we could provide the space to allow entities such as Lake Tech to come in and provide the services, it would be his wish that the center would not have to pay for those. He stated he is looking at bringing in non-profit groups who are already providing these services elsewhere and have them collectively available at one particular location to provide services to a wider audience.

Commissioner Bone stated he looked at the College Park website and saw some of the programs they offer at their community center and saw that they do charge some fees, whether it is an after school program for the kids and summer or holiday camps. He stated they have city and non-city resident fees and there is also a grant, if you qualify for assistance as a city resident, the city would also provide assistance. He asked if that is something being contemplated here as well.

HRM Thomas stated he does not have the answer because in one respect you want the services to be there, but often times people who do not have a lot of resources will not want to have to pay for it. He stated it might be possible to mirror College Park because it is going to cost money to keep the lights on. If we can find a nominal fee that people can afford to pay it may also help to attract groups to provide the services.

Commissioner Johnson asked if there is a difference between a community center and a resource center.

HRM Thomas stated they probably do not call it a resource center, but there is a trend going around now where these centers are no longer just offering meeting space. If we want to improve the community, we need to find the means, issues, and concerns and find the resources to place those things in our resource center so people can have the access to improve themselves.

Potential Revenue Sources:

HRM Thomas stated he has identified some revenue sources and one would be the Lake County Community Development Block Grant (CDBG). The city already has a commitment, the Commission approved a three-year contract for funding of programs, services and development in our community. Without over committing, there is at least \$350,000 documented to be available for construction. He has also been in contact with rural development about having them build out a kitchen for a small café or something of that nature in the facility. With USDA, one of the things they provide is grant funding to build out space if we own and have a proprietor who could operate the space. Of course there are TIF finances and we may want to add in the cost of renting, maybe someone wanted to rent out the kitchen or maybe rent space within the resource center.



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Location:

HRM stated of the many possible sites, the community narrowed it down to two for contention; the city owned property on CR 468 near Rhimes and the other one was on Nebraska Street in a neighborhood. The community did not like the Nebraska site due to the spacing; however, did like the 468 site due to the five-acre tract.

Commissioner Bone stated he looked at both sites and looks like the Nebraska site is giving up 500 square feet of space as opposed to the 468 site. He asked if pedestrian wise the Nebraska site would be easier to walk to than 468.

HRM Thomas stated yes, the Nebraska site is pretty tight and is a neighborhood street that is not quite as accessible as the 468 site. Even if residents do not live in Carver Heights they could easily get to 468 as opposed to meandering around in the Carver Heights community.

Commissioner Christian stated the Nebraska site is in the middle of a neighborhood, but he thinks pedestrian wise at 468 there is the Montclair Village right across the street, and there is a bus line that runs up and down Griffin Road making that property easily accessible. Most of the accessible hours, after 7:30 or 8:00 p.m., will probably bring more teachers and non-profits to the community and you may get a better reception on the 468 site. With the Villages coming very close it could also open up the possibility for more volunteers especially after hours. He stated another idea for the 468 site is the opportunity for growth, where Nebraska is kind of locked in.

Commissioner Bone asked if there is house on the 468 property and what would be the plan with that. HRM Thomas stated it is Mrs. Rhimes, an elderly lady, who has been there for quite some time. Commissioner Bone asked if we build around that and HRM Thomas replied yes.

Commissioner Robuck stated his one concern would be why this center is not on 468.

HRM Thomas stated this is just a preliminary; we will look at a better design. If we move forward with the plan, one of the things the community has asked is that they would like to create a design committee to help with design of the building.

Commissioner Johnson thanked HRM Thomas for doing his homework.

HRM Thomas stated the West Leesburg CDC is having their First Annual Gala on December 10, 2015 at 6:00 p.m.

**PUBLIC COMMENTS:**

**Agnes Berry** stated this is such an important issue and speaking on behalf of the West Leesburg neighborhood, she asked the Commission to please think hard about this and consider every angle, especially for the growth of our children. As to the location, she knows there will not be any problem deciding that because 468 is the best spot and a good neighborhood resource center will do something for that community because in the



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end it still belongs to Leesburg. What they need is the money and an opportunity to continue what they are trying to do. Mrs. Berry stated they can do this if the Commission will stick with them as it has so far.

**Commissioner Johnson** asked if this was the first reading and if it will come back before the Commission. **Chairperson Dennison** replied this is just an overview of what is going on; that is why there is no vote tonight.

**ROLL CALL:**

The Commissioners had no further issues to discuss.

**ADJOURN:**

The meeting adjourned at 5:31 p.m.

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Chairperson

**ATTEST:**

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J. Andi Purvis  
Secretary / City Clerk / Recorder





## AGENDA MEMORANDUM

**Item No:** 3A.

**Meeting Date:** January 25, 2016

**From:** Bill Spinelli, CPA, Finance Director & Ken Thomas, CRA Manager

**Subject:** Resolution reallocating the 2008 Revenue Note for the Carver Heights/Montclair Area CRA

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**Staff Recommendation:**

Staff recommends adoption of the attached resolution reallocating the 2008 Revenue Note for the Carver Heights/Montclair Area CRA.

**Analysis:**

On November 23, 2015 the Carver Heights/Montclair Area CRA board approved moving forward with the Neighborhood Resource Center proposal. In order to ensure this project moves forward, the remaining 2008 Revenue Note needs to be reallocated adding all available to funds to this project (Eligible Projects). By adopting the proceed transfers below, \$160,714 of remaining bond proceeds is earmarked for the Resource Center project, under the Project Category of "Eligible Projects".

The following adjustments are required to reallocate the 2008 Revenue Note among the projects based on actual and projected expenditures

Project Category	Original Budget	Proposed Budget	Difference
Beecher St Properties	\$ 80,412	\$ 80,412	\$ -0-
Land Purchases	772,664	762,291	(10,373)
Eligible Projects	167,639	328,353	160,714
Redevelopment Plan			
Amendment & Marketing	20,000	20,456	456
Underground Utility Lines	15,065	15,065	-0-
Entrance Improvements	25,510	2,552	(22,958)
Park Improvements	165,080	75,080	(90,000)
Infrastructure Projects/Improve	<u>145,508</u>	<u>107,669</u>	<u>(37,839)</u>
	\$1,391,878	\$1,391,878	\$ -0-

The information above reflects total budget for the 2008 Revenue note. An attachment has been provided which details budget versus actual.

**Beecher Street Properties:**

No change was made to this category



**Land Purchases:**

Based on a reduction of \$10,373, the remaining funds will be used to purchase/support Carver Heights Properties, the revised budget is \$762,291

**Eligible Projects:**

Based on a transfer of \$160,714, funds have been increased to move forward with the Neighborhood Resource Center, the revised budget is \$328,353

**Redevelopment Plan Amendment & Marketing:**

Based on a transfer of \$456, this covers a slight overage on actual expenses, the revised budget is \$20,456

**Underground Utility Lines:**

No change was made to this category

**Entrance Improvements:**

Based on a reduction of \$22,958, all available funds have to been moved to Eligible Projects to move forward with the Neighborhood Resource Center, the revised budget is \$2,552

**Park Improvements:**

Based on a reduction of \$90,000, all available funds have to been moved to Eligible Projects to move forward with the Neighborhood Resource Center, the revised budget is \$75,080

**Infrastructure Projects/Improve:**

Based on a reduction of \$37,839, all available funds have to been moved to Eligible Projects to move forward with the Neighborhood Resource Center, the revised budget is \$107,669

**Options:**

1. Adopt the attached resolution reallocating the 2008 Revenue Note for the Carver Heights/Montclair Area CRA, or
2. Such alternative action as the Commission may deem appropriate

**Fiscal Impact:**

Due to the IRS certificate attached to the various Bond Issues and Bank Notes, both bond and disclosure counsel have suggested formal adoption and recognition of changes in funding between projects by the governing body in charge. This practice has been in place since the issuance of the 2004 Capital Improvement Bonds. There is no fiscal impact on the Carver Heights/Montclair Area CRA.

**Submission Date and Time:** 1/21/2016 12:14 PM

Department: _____ Prepared by: _____ Attachments: Yes____ No _____ Advertised: _____Not Required _____ Dates: _____ Attorney Review : Yes____ No _____  Revised 6/10/04	Reviewed by: Dept. Head _____  Finance Dept. _____  Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. _____  Project No. _____  WF No. _____  Budget _____  Available _____
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RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE CARVER HEIGHTS/MONTCLAIR  
AREA COMMUNITY REDEVELOPMENT AGENCY  
RECOMMENDING THE LEESBURG CITY COMMISSION  
ADOPT THE RESOLUTION REALLOCATING THE 2008  
REVENUE NOTE FOR THE CARVER HEIGHTS/MONTCLAIR  
AREA COMMUNITY REDEVELOPMENT AGENCY ON  
VARIOUS PROJECTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS,** it is now necessary to reallocate the 2008 Revenue Note for the Carver Heights/Monclair Area CRA as follows:

Project Category	Original Budget	Proposed Budget	Difference
Beecher St Properties	\$ 80,412	\$ 80,412	\$ -0-
Land Purchases	772,664	762,291	(10,373)
Eligible Projects	167,639	328,353	160,714
Redevelopment Plan			
Amendment & Marketing	20,000	20,456	456
Underground Utility Lines	15,065	15,065	-0-
Entrance Improvements	25,510	2,552	(22,958)
Park Improvements	165,080	75,080	(90,000)
Infrastructure Projects/Improve	<u>145,508</u>	<u>107,669</u>	<u>(37,839)</u>
	\$1,391,878	\$1,391,878	\$ -0-

**Beecher Street Properties:**

No changes made to this category

**Land Purchases:**

Based on a reduction of \$10,373, the remaining funds will be used to purchase/support Carver Heights Properties, the revised budget is \$762,291

**Eligible Projects:**

Based on a transfer of \$160,714, funds have been increased to move forward with the Neighborhood Resource Center, the revised budget is \$328,353

**Redevelopment Plan Amendment & Marketing:**

Based on a transfer of \$456, this covers a slight overage on actual expenses, the revised budget is \$20,456

**Underground Utility Lines:**

No change was made to this category

**Entrance Improvements:**

Based on a reduction of \$22,958, all available funds have to been moved to Eligible Projects to move forward with the Neighborhood Resource Center, the revised budget is \$2,552



**Park Improvements:**

Based on a reduction of \$90,000, all available funds have to been moved to Eligible Projects to move forward with the Neighborhood Resource Center, the revised budget is \$75,080

**Infrastructure Projects/Improve:**

Based on a reduction of \$37,839, all available funds have to been moved to Eligible Projects to move forward with the Neighborhood Resource Center, the revised budget is \$107,669

And,

**WHEREAS**, there is no fiscal impact on the Carver Heights/Montclair Area CRA

**NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA:**

**SECTION I.**

This resolution shall become effective upon its passage and adoption by the Carver/Montclair CRA Commission in the manner provided by law.

**BE IT RESOLVED BY THE CARVER/MONTCLAIR CRA COMMISSION OF THE CITY OF LEESBURG, FLORIDA:**

**PASSED AND ADOPTED** by the Carver/Montclair CRA Commission of the City of Leesburg, Florida, at a regular meeting held the 25<sup>th</sup> day of January 2016.

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Mayor

ATTEST:

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Secretary / City Clerk



	1/12/15 Note Reallocation	Actual Expenses	Budget Remaining	Amount Rolled into FY 16	1/25/2016 Note Reallocation Needed
Beecher St Properties	80,412	79,615	797	797	(0)
Land Purchases	772,664	737,291	35,373	25,000	(10,373)
Eligible Projects	167,639	121,471	46,168	206,882	160,714
Redevelopment Plan amendment & Marketing	20,000	20,456	(456)	-	456
Underground Utility Lines	15,065	15,065	0	-	(0)
Entrance Improvements	25,510	510	25,000	2,042	(22,958)
Park Improvements	165,080	75,080	90,000	-	(90,000)
Infrastructure Projects/Improve	145,508	107,669	37,839	-	(37,839)
	1,391,878	1,157,157	234,721	234,721	0
		1,157,157			